

Memorandum of Understanding

Fort Worth Independent School District (FWISD) and University of North Texas Health Science Center (UNTHSC)

The University of North Texas Health Science Center and the Fort Worth Independent School District (FWISD) are joining to collaborate on an endeavor designed to improve prevention, education, and intervention efforts for students experiencing symptoms of asthma resulting in improved student health, and subsequently, improved attendance and achievement. This Memorandum of Understanding (MOU) articulates the goals and responsibilities of this partnership, and establishes each party's responsibilities associated with this agreement.

A. Collaborative Goals:

- 1) The school-university partnership will design and implement in FWISD in two school campuses (See Attachment A), a comprehensive asthma education and response program called 'Asthma 411'. Asthma 411 is a school based asthma management program delivered by the schools and supported by the school district. Asthma 411 is recognized by the CDC as an evidence-based program that supports the CDC strategies for addressing asthma within a coordinated school health program". The objective of Asthma 411 is to reduce morbidity due to asthma, which is directly measured by a reduction in absenteeism, being sent home and emergency department usage due to asthma symptoms, and an overall increase in class time.
- 2) Establish a framework and initiate a process of transferring FWISD student and other data between the two schools and district, and the University of North Texas Health Science Center School of Public Health for the purposes of monitoring and evaluating the impact of program implementation.

B. University of North Texas Health Science Center Responsibilities:

Related to Collaborative Goal 1:

- 1) Provide ASTHMA 411 program outline structure and work with FWISD and schools to establish mechanisms to perform program.
- 2) Provide tracking and evaluation tools and work with FWISD and schools to incorporate into existing electronic and/or paper documentation requirements.
- 3) Work with FWISD and school personnel to collaboratively select, train, and support school nurses and other health related personnel to implement and maintain 'Asthma

411 Program'. This will include Identification, tracking and symptomology assessment of students with asthma.

- 4) UNTHSC will supply physician support to FWISD to support and enhance asthma related training and services within individual schools.
- 5) UNTHSC will designate a licensed physician to act as Medical Director and consulting physician. The physician or designee will:
 - a. be available to work with district/school program administrators, a minimum of four days each school year
 - b. meet with the school district representative (or equivalent) administration quarterly to discuss health services issues
 - c. make a presentation to the school board (or equivalent) annually
 - d. be available for consultation via phone/fax/email contact with school nurses and health services staff up to two-hours each week
 - e. review existing school health and related policies for asthma to ensure they meet state-of-the-art standards, and recommend revisions as appropriate
 - f. work with the school nurses, health services staff and district administration to establish standing orders for treatment related to respiratory distress. These orders will be used by the school nurse or other applicable health services staff to provide care for identified students for whom we have received active parent consent. This includes albuterol treatments for respiratory distress situations
 - g. provide at minimum of two group health education sessions for students families and/or school employees per year
 - h. will report activities (progress and barriers) on a quarterly basis

Related to Collaborative Goal 2:

- 1) UNTHSC will work with FWISD and schools to establish mechanism for information transfer in accordance with human subjects approval. This will include processes to maintain anonymity and/or confidentiality of individual FWISD students and their data. UNTHSC will have access only to a unique student ID and associated demographic and assessment data provided by FWISD. FWISD will maintain the master list of student ID.
- 2) Using provided student and other information UNTHSC will evaluate program process activities and outcomes and prepare and submit reports at the mid-point and end of each school year.

C. FWISD/Schools Responsibilities:

Related to Collaborative Goal 1:

- 1) Collaborate with UNTHSC to identify Health Services personnel for program training and orientation.
- 2) Coordinate training and implementation of Asthma 411 program initiatives and support fidelity of implementation.
- 3) Identify target students to be served; distribute, collect, and archive active parent permission forms for student participation.
- 4) Work directly with the UNTHSC consulting physician in implementing the Asthma 411 program
- 5) FWISD, as the custodian of the confidential student data, will maintain the translation tables and at no time will share the conversion tables with anyone at UNTHSC. Only FWISD will have the ability to match individual student identity with the data being transferred (see C.2 below).

Related to Collaborative Goal 2:

- 1) FWISD Department of Accountability and Data Quality along with program schools will provide a timely database of participants and a comparison group of students that link their district health information, demographics, attendance, and achievement data for the time period program evaluations are performed.
- 2) FWISD and program schools will provide to UNTHSC for each period indicated below the following demographic, health, attendance, and achievement data fields associated with K-12 students assigned to the Asthma 411 program **and** unidentified comparison students (e.g., same-grade, in the same building) for purposes of evaluating program impact:
 - a. At the start and end of each school year the following de-identified data:
 - i. De-identified but unique ID for each student in program and others as comparison
 - ii. Status (asthma, non-asthma), how determined, medical home, and self carry information
 - iii. Presence and date of health care provider asthma action plan
 - iv. Age
 - v. Grade
 - vi. School
 - vii. Up to date asthma action plan (yes/no)
 - viii. Absences at end of year report (date of each)
 - ix. Achievement test data as appropriate for grade
 - x. Other as mutual agreed
 - b. Monthly
 - i. School nurse visits for asthma students in program (number, reason and outcome)
 - ii. Medication given out (OTC, as indicated by PCP, other)

- iii. Number and reason of family and medical home contacts
 - iv. ACT score as performed
 - c. Weekly
 - i. On schedule to be determined, all absences and reason for all asthma students in program
- 3) FWISD will provide the aforementioned defined de-identified student demographic and performance data to UNTHSC adherent to the following guidelines:
 - 4) FWISD will take two steps in de-identifying the data to be transferred to UNTHSC:
 - a. Requested data will be consolidated into a single table, identifying students by their FWISD student ID; and
 - b. FWISD will generate a unique, random number to be used only to identify students in data exchanges with UNTHSC.
 - 5) FWISD will transfer the de-identified data to UNTHSC.
 - 6) Provide to UNTHSC all the data fields itemized in C.2 for the student participants in Asthma 411 **as well as** comparison group students, beginning for the fall semester of 2013 and extending to the termination date of this agreement.

D. Joint Responsibilities:

- 1) Conduct research for the purpose of improving the collaborative projects elaborated in this agreement and for disseminating such results upon the agreement of both parties.
- 2) Seek external funding for these collaborative projects and others that serve both parties.
- 3) Provide an annual presentation of research to administrators in FWISD.

E. Term

This Agreement will be effective from the date of signing and shall terminate on July 31, 2016. This Agreement may be modified or extended at any time by mutual written consent of both parties.

F. Termination

This agreement may only be terminated by written notification of either party at least six months prior to the intended termination date. The parties agree to use their best efforts to allow sufficient opportunity for students enrolled in the district-based teacher education program to graduate prior to the effective date of termination.

**University of North Texas
Health Science Center**

Fort Worth Independent School District:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A

Selected Campus Sites

1. Forest Oak MS
2. Eastern Hills ES

These campus sites were selected based on their co-location with JPS School-Based Clinics.